

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

FILED: *Records*

RETURN TO *4*

RECORDS MANAGEMENT DIVISION

Chief, Forms Management Branch

10 December 1954

Chief, Records Management Division

Forms Management Program, Logistics Office

1. I have reviewed the Office Instruction issued by the Logistics Office relative to the establishment of a Forms Management Program. It appears to be complete and well presented. I think that you ought to keep a copy of this for discussion purposes with other Area Records Officers and use it as an illustration of how they can issue a similar instruction for their respective organizations.

2. If you have an opportunity to discuss this with please extend my compliments to her for getting this part of the Records Management Program started.

3. Permission will, of course, have to be obtained for use of their instruction by other offices.

Attachment
LI 43-100-1

[Signature]
11/90

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